



I'm with a Public School District or Public School Academy. What do I need to report?

There are three types of publicly funded school districts in Michigan:

- The most common type is called a Local Education Agency (LEA). This is what people usually mean when they refer to a "public school."
- Public School Academies (PSAs) or "charter school districts" are public districts established under a provision in the Michigan Revised School Code.
- Intermediate School Districts (ISDs) function as supporting/supervising agencies for LEAs and PSAs within their geographic boundaries. ISDs may also operate as an educating entity.

All publicly funded districts have the same basic state and federally mandated reporting requirements. The Center for Educational Performance and Information (CEPI) currently manages six data collection and reporting systems used by school districts to submit data to the state. Public and charter schools should designate at least one authorized user (we recommend designating at least two) for each of the following data reporting applications:

Michigan Student Data System (MSDS)

- MSDS is used to securely report your student data, including full-time equivalency (FTE) information, K-12 enrollment, supplemental nutrition eligibility, special education, and more. Reporting dates and deadlines are posted on the Customer Support Web page.
- MSDS General Collections (Fall, Spring and End-of-Year) are mandatory district pupil membership count and participation data collections.
- MSDS Early Childhood Collections are used to report specific programs in which early childhood students are participating. Specifically, you are required to report children participating in the Great Start Readiness Program (GSRP), GSRP/Head Start Blended Program and the Great Parents/Great Start (GPGS) program. Data submitted in the Fall Early Childhood Collection are used in combination with other MSDS data to report fall preschool student headcounts.
- MSDS Teacher Student Data Link (TSDL) Collections link students and the teacher(s) who provide instruction to them. Reported data reflect each student's performance in classes taken throughout the current academic year and the status of his/her academic report at the end of the school year.
- Data reported in MSDS are used to create the Direct Certification Report, which identifies students who are certified as eligible for free school meals, without further application, based on information provided in an electronic data file from the Michigan Department of Human Services. The Direct Certification Report for each school year will be available in the MSDS in early August, and is refreshed throughout the school year to include any newly matched students.
- The MSDS Early Roster Collection is an optional collection used to submit projected student enrollment for the upcoming school year. Data are used to help create the initial Direct Certification Report in the fall. The Bureau of Assessment and Accountability

(BAA) may also use data submitted through the Early Roster Collection in the pre-identification of students for fall assessments.

- The MSDS Request for UIC collection allows school districts to obtain and validate Unique Identification Codes (UICs) for their students. UICs are used to identify students and maintain their records electronically.
- The MSDS Student Record Maintenance (SRM) is an optional collection that may be used to update student record data throughout the school year. The SRM allows users to submit enrollment records between general collections, submit exit records, and update student demographics and program data for assessment and accountability.
- For more information about MSDS, please review the MSDS Web page at <https://cepi.state.mi.us/msds/>.

Registry of Educational Personnel (REP)

- The REP is used to securely report your employment information twice a year (Fall and End-of-Year) for all employed and contracted personnel. The types of data collected include employee name, certification, highest degree held, and school and grade/subject assignment.
- REP data are used for teacher background checks and to produce reports for the U.S. Department of Education and for the State of Michigan regarding school personnel.
- For more information about REP, please review the REP Web page at <https://cepi.state.mi.us/rep/>.

School Infrastructure Database (SID)

- SID is used to report your crime and safety data, along with dual enrollment information, for all buildings within the district as well as the administrative office.
- The SID data reporting period occurs annually.
- For more information about SID, please review the SID Web page at <https://cepi.state.mi.us/sid/>.

Financial Information Database (FID)

- FID is used to report your annual financial reports, balance sheets, revenues, district expenditures, and school expenditures.
- The FID application is also used for districts to report SE-4094 data, which is also referred to as the Transportation Expenditures Report.
- The FID data reporting period occurs annually.
- For more information about FID, please review the FID Web page at <https://cepi.state.mi.us/FID>.

Educational Entity Master (EEM)

- The EEM contains information regarding public and nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems.
- The EEM is open year-round. Authorized users should regularly review/update the records for their entities to ensure the records are accurate and up-to-date.

- The EEM is also used by schools to report your Days and Clock Hours (D/CH) information, including the instructional hours provided for each group of pupils who were enrolled and counted for K-12 membership purposes.
- For more information about EEM, please review the EEM Web page at <https://cepi.state.mi.us/eem/>.

Graduation and Dropout Application (GAD)

- The GAD application allows users to preview (view-only) a snapshot of their school/district graduation and dropout rates, as well as individual student-level information.
- You do not have to submit anything for this application. The data used to create the preview snapshot are pulled from the MSDS application.
- Students entering into High School are assigned to a cohort, and rates are calculated by tracking individual student-level data. Reporting results are then displayed within GAD.
- For more information about GAD, please review the GAD Web page at <https://cepi.state.mi.us/graddrop/>.